

Position Title: Chief, Administrative Services Division

Department: STATE PERSONNEL BOARD

Final Filing Date: Thursday, August 13, 2009

Bulletin ID: 07232009_2

The Above-Named Examination Bulletin is Amended as Follows:

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The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length, with standard margins and 12 point font size.



STATE PERSONNEL BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	STATE PERSONNEL BOARD	RELEASE DATE:	Monday, July 27, 2009
POSITION TITLE:	Chief, Administrative Services Division	FINAL FILING DATE:	Thursday, August 13, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	07232009_2

POSITION DESCRIPTION

Under the direction of the Executive Office, the Chief, Administrative Services Division (ASD) is responsible for planning, organizing, and directing the activities of the ASD. The Chief ensures that the division provides staff support to line divisions, provides organizational leadership and direction to the strategic planning program and ensures compliance with control agency requirements.

The Chief plans, organizes, directs and establishes policy and sets goals for the ASD to ensure the effective delivery of Information Technology, Fiscal Services, Human Resources, Business Services, including Facility Operations and day to day operations of the Information Security Office support services. The Chief serves as a member of the Executive Staff and participates in the formulation and development of department wide policies. Serves in a policy and decision-making role and represents the Board as a spokesperson on administrative policy matters. The incumbent will also oversee the department's Strategic Planning process.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or

more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional

qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability as demonstrated by the quality of breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

1. Direct managerial or supervisory experience in the Administrative Services areas.
2. Demonstrated strong knowledge and experience in the State budget process.
3. Demonstrated experience in developing and implementing strategies to address and resolve administrative problems within a service-oriented environment.
4. Demonstrated knowledge and experience in personnel management and practices.
5. Working knowledge of information systems applications.
6. Thorough knowledge of the Civil Service Laws and Rules.
7. Team management skills.
8. Knowledge of Equal Employment Opportunity (EEO) programs, guidelines, laws and rules.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Administrative Services Division**, with the **STATE PERSONNEL BOARD**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

A minimum rating of 70% must be attained to obtain list eligibility. All candidates will be notified in writing of the examination results. The result of this examination will be used to fill the position of Chief, Administrative Services Division. The results may be used to fill future vacancies for this position; however the SPB reserves the right to abolish the list at any time. Applications will be retained for twelve months.

The examination process will consist of your application and Statement of Qualifications being scored by a designated screening committee. All interested applicants must file a Standard State Application (STD. 678), a résumé and a Statement of Qualifications. All applications/résumé must include "to" and "from" dates (month/day/year). The screening committee will score each candidate based on a comparison of each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications and desirable qualifications. Based on the competitiveness of the group, the most qualified candidates may be scheduled for an interview as a part of the exam process. Hiring interviews may be held for the top candidates as determined via this examination process.

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on August 13, 2009 will not be accepted. Interested applicants must submit:

- A completed Standard State Application (STD. 678).
- Statement of Qualifications. The Statement of Qualifications serves as documentation of each candidate's ability to present written information clearly and concisely. The Statement of Qualifications should be typed and should discuss the criteria listed in the Desirable Qualifications section above. The Statement of Qualifications should not be longer than three pages in length, with standard margins and 12 point font size.
- Resumes do

not take the place of the Statement of Qualifications. • Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process.

The State Application (STD. 678), Statement of Qualifications, and Résumé must be submitted by the final filing date to:

State Personnel Board 801 Capitol Mall Sacramento, CA 95814

Attention: Armando M. Hidalgo, Chief Human Resources Human Resources Office – MS 66

No later than 5:00 p.m. on August 13, 2009

Should you have any questions, please contact Armando M. Hidalgo at (916) 653-0155 or via TDD line at (800) 735-2929 or voice phones at (800) 735-2922 or via email at ahidalgo@spb.ca.gov.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

STATE PERSONNEL BOARD, Administrative Services Division
801 Capitol Mall, MS 66, Sacramento, CA 95814
Armando Hidalgo | (916) 653-0155 | ahidalgo@spb.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE PERSONNEL BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>